

**A DISASTER ASSISTANCE HANDBOOK
FOR
LOCAL/STATE ASSISTANCE**

**Prepared By
South Carolina Emergency Preparedness Division
Office of the Adjutant General**

September 1990

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PREFACE

This handbook has been prepared to provide a basic understanding of disaster assistance programs, duties and responsibilities in the delivery of disaster assistance.

The successful administration of disaster assistance programs is dependent on the effectiveness of individuals and teams in their assigned responsibilities.

The instructions and information presented in this brief orientation will provide an important base on which disaster assistance staff can build their knowledge in to carrying out their roles. Once a disaster has occurred, time does not permit extensive formalized training.

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CHAPTER 1

INTRODUCTION

I. PURPOSE

To provide state and local government with necessary information to plan, prepare for, and respond to disaster situations; to recap the roles of the federal, state and local government in administering the Disaster Assistance Program; and to review the requirements as established in federal and state legislation in the declaration process.

II. GENERAL

Public Law 93-288, as amended by Public Law 100-707, and renamed the "Robert T. Stafford Emergency and Disaster Relief Act", hereafter known as "The Stafford Act" allows the President of the United States to utilize federal government resources to assist and supplement state and local governments in carrying out their responsibilities to alleviate human suffering, loss of life, loss of income, and property damages associated with a major disaster.

III. AUTHORITIES AND REFERENCES

A. Federal

1. Public Law 93-288, amended by Public Law 100-707.
2. Single Audit Act of 1984.
3. 44 Code of Federal Regulations Part 206.
4. 44 Code of Federal Regulations Part 9.
5. Executive Order 11988, Floodplain Management.
6. Executive Order 11990, Protection of Wetlands.
7. FEMA Handbooks.
 - a. Insurance Handbook for Public Assistance.
 - b. Floodplain Management Handbook.
 - c. Documenting Disaster Damage.

B. State

1. South Carolina Comprehensive Emergency Preparedness Plan.

2. Regulations 58-1, Local Government, and Regulations 58-101, State Government Emergency Preparedness Standards, South Carolina Code of Regulations, May 22, 1982.
3. South Carolina Legislative Act 199, 1979, Section 21, General and Permanent Law.

IV. ASSUMPTIONS

A. Major Disaster

A major disaster has occurred in South Carolina resulting in widespread damage, or destruction to public and private property. State and county damage assessment teams have evaluated the affected area(s) and found them to have sufficient damage to warrant a Governor's request for a Presidential Declaration.

B. Recovery

Recovery is beyond the capability of local and state governments and the Governor has requested a Presidential Declaration.

V. ROLES AND RESPONSIBILITIES OF GOVERNMENT

A. Local Government

1. When an emergency can be forecasted, a warning will be transmitted from either federal, state or local government, by established warning systems to appropriate officials at all levels of government and to the public.
2. A warning will be disseminated through the state warning point to local warning points, which will continue the fan-out procedures and alert appropriate response personnel.
3. If an emergency/disaster occurs, there may not have been a forecast or warning and the emergency/disaster itself may initiate the process.
4. When a disaster threatens or occurs, it is the responsibility of local authorities to take immediate steps to warn and protect citizens, help alleviate suffering, and protect lives and property. Local governments are the first source of emergency response and recovery assistance.
5. The county emergency preparedness director will notify the S.C. Emergency Preparedness Division of the situation by the fastest means possible.

6. Local officials will declare a State of Emergency, implement the local Emergency Operations Plan and conduct the Initial Damage Assessment, using the South Carolina Emergency Preparedness Division Form (Attachment 2) to describe the magnitude, impact, and dollar estimates of the damage. A copy of this form will be forwarded to the State Emergency Preparedness Division without delay.
8. If the required response is beyond the capability of the affected jurisdiction, the county emergency preparedness director will request state assistance through the South Carolina Emergency Preparedness Division.

B. State Government

1. Upon notification that local government requires state assistance, the State Emergency Operations Center becomes operational and a member of the Emergency Preparedness Division (EPD) staff may be dispatched as a local liaison to the affected areas if requested. All requests for state assistance should be coordinated with and requested through the South Carolina Emergency Preparedness Division liaison or to the State EOC if no liaison person is present.
2. The Director of the South Carolina Emergency Preparedness Division will notify the Governor of the circumstances of the incident and make recommendations for response. The Governor evaluates those recommendations and, based on the situation, may elect to implement the State Comprehensive Emergency Operations Plan and declare a "State of Emergency." The State Emergency Operations Center then becomes fully operational and state government personnel and resources are available for response actions.
3. Initial state actions usually are to provide Department of Social Services and Red Cross assistance in sheltering and care of people, and provide law enforcement to assist in traffic control and prevent looting. All State agencies and resources are available to supplement local government in recovery actions.
4. The South Carolina Emergency Preparedness Division Director will use the Initial Damage Assessment Reports (Attachment 2) as the mechanism for:

- a. Providing information to the Governor's Office in preparation of a request for a presidential declaration;
- b. Evaluating the needs for assistance and deploying personnel and equipment to assist in recovery operations.

The Director of the South Carolina Emergency Preparedness Division is responsible for coordinating state actions in emergency response and recovery.

5. In anticipation of making a request to the President for federal assistance, the South Carolina Emergency Preparedness Division, and the Federal Emergency Management Agency (FEMA) may conduct joint damage assessments.
 - a. Individual Assistance Assessment - assesses the effects of damage to individuals, farms and businesses.
 - b. Public Assistance Assessment - assesses damage to public facilities, private non-profit organizations, and Indian Tribes.
 - c. In preparation for a joint federal/state damage assessment or a Presidential declaration, the potential applicant should have damage sites marked on a local map.

NOTE: FEDERAL assistance is a supplement to STATE assistance which is supplemental to LOCAL capabilities.

C. Federal and State Government Supplemental Roles and Responsibilities

1. If the recovery efforts are determined to be beyond the capability of state government, the Governor may request from the President either an "Emergency" or "Major Disaster" declaration for assistance.
2. The request will be sent through FEMA, Region IV, to the President.
3. The President may either declare an emergency or make a major disaster declaration and implement all of the provisions of The Stafford Act.

4. The South Carolina Emergency Preparedness Division and FEMA will establish and open a Disaster Field Office to jointly administer disaster programs.
5. If Disaster Application Centers are required, the South Carolina Emergency Preparedness Division will coordinate with affected county emergency preparedness directors to determine the locations, dates and times for operations.
6. The State Public Assistance Officer will conduct "Public Assistance Program" applicant briefings in centralized locations within the disaster area. These briefings are for the officials of counties, cities, special districts (public agencies) and Indian tribes and private non-profit organizations. The briefings are to inform potential applicants of assistance available, application procedures, program eligibility guidance, and other information such as funding.
7. The State Public Assistance Officer will request the county emergency preparedness director notify and invite all prospective applicants to the Public Assistance Applicant briefings.
8. Upon completion of the applicants briefing a prospective applicant will fill out a "Notice of Interest" form and submit it to the Governor's Authorized Representative. The Notice of Interest tells the Governor's Authorized Representative what types of damages the applicant has incurred and assist in determining the types of engineers or inspectors required to prepare the Damage Survey Reports.
9. Each prospective applicant will be advised to appoint an applicant's agent and complete a "Designation of Applicant's Agent" form. The applicant's agent is the point of contact for recovery operation and is the designated official to make requests for funds on behalf of the applicant.
10. Damage survey teams are established, briefed and assigned based on the submitted "Notice of Interest" forms. The applicant must assign a person to work with the team who is knowledgeable about the damage sites.
11. Detailed Damage Survey Reports are prepared jointly by federal, state and local representatives.
12. The Damage Survey Reports when approved will be the basis for the project application.

13. The State Public Assistance Officer will:
 - a. Provide a copy of the project application and approved Damage Survey Reports to the applicant;
 - b. Establish the deadlines for the applicant to accomplish work.
14. If time extensions or project modifications are required, the applicant agent will immediately notify the Governor's Authorized Representative in writing.
15. The State Public Assistance Officer will:
 - a. Assign inspectors to conduct final inspections, when necessary;
 - b. Receive the final inspections when completed by the inspectors;
 - c. Assist the applicant in final payment and project closeout.
16. Audits will be conducted in compliance with the Single Audit Act.

CHAPTER 2

DECLARATION PROCESS

I. PURPOSE

To describe the process leading to a Presidential Declaration and the actions taken as a result of the Declaration.

II. DAMAGE ASSESSMENT

A. Initial Damage Assessment

1. The Initial Damage Assessment form (Page 32) is an important document that contains vital information needed by state decision makers. It also assists local inspectors when performing damage surveys and estimating dollar losses, and will serve as a tool to evaluate the impact on local government.
2. Information on the form will be used by the Director of the South Carolina Emergency Preparedness Division (EPD) to make recommendations to the Governor.

B. Preliminary Damage Assessment

When a disaster occurs and damages appear to be questionable for a Presidential Declaration, the State may request the Regional Director to perform a joint FEMA/State preliminary damage assessment.

1. Damage assessment teams will be composed of Federal and State representatives, and a local government representative familiar with the extent and location of damages.
2. FEMA will advise the state and local officials of damage assessment findings.

III. GOVERNOR'S REQUEST

A. Presidential Declaration

Based on damage assessment findings and information provided by the EPD Director, the Governor may request disaster assistance from the federal government in the form of a presidential declaration.

B. Governor's Written Request

The Governor will submit a formal written request to the President through the FEMA Regional Director, specifying the nature and extent of the emergency and the type

assistance required. The Governor's request must be submitted to FEMA within 30 days after the incident.

1. The basis for the declaration request will be a finding that:
 - a. The situation is of such severity and magnitude that effective response and recovery is beyond the capabilities of the affected local jurisdiction and the State of South Carolina;
 - b. Federal assistance under The Stafford Act is necessary to supplement the efforts and resources of state and local governments, and disaster relief organizations.
2. In addition to the above, the request shall include:
 - a. A statement that the Governor has directed the execution of the South Carolina Comprehensive Emergency Preparedness Plan;
 - b. A dollar estimate of damages, and losses and a statement detailing the impact of the disaster on the public and private sector;
 - c. A statement detailing the amount of state and local resources which have been, or will be, committed to alleviate the effects of the disaster, stating specifically those activities for which no federal funding will be requested;
 - d. Preliminary estimates of the types and amount of supplementary federal disaster assistance needed;
 - e. Certification by the Governor that the state and local government obligations and expenditures for the disaster will comply with all applicable cost-sharing requirements of The Stafford Act, and constitute the expenditures of a reasonable amount of funds for alleviating the damage, loss, hardship, or suffering resulting from the disaster.

IV. DECLARATIONS PROCESS

A. Governor's Request

When the Governor's request for a declaration is received at FEMA, Region IV, the Regional Director will provide written acknowledgement.

The Region Director will forward the Governor's Request with his recommendations to the Director FEMA National Headquarters. The National Director, FEMA, will forward the request with his recommendations to the President.

B. Governor's Notification

The Governor's request for a major disaster declaration may result in either a presidential declaration for a major disaster or an emergency, or it may be denied. In any case, the Governor will be promptly notified of the decision by the FEMA Regional Director or his designee.

C. Approved Declaration

After an approved declaration, the FEMA Associate Director determines the types of assistance to be made available and the disaster area(s) to be eligible for federal assistance. The President in his declaration, may authorize individual assistance, or public assistance. The authorization of public assistance automatically includes Individual Assistance.

D. Federal/State Agreement

The FEMA Regional Director and the Governor will execute a Federal/State Agreement. This agreement imposes binding obligations on FEMA, the state, and local governments of South Carolina, and private non-profit organizations in the form of conditions for federal assistance. No federal funds will be authorized or provided until such time as the agreement is signed.

V. APPOINTMENT OF OFFICIALS

A. Federal Coordinating Officer

The President, or his designee, appoints a Federal Coordinating Officer who initiates action to ensure that federal assistance is provided in accordance with the declaration, applicable laws, and the Federal/State Agreement.

B. Disaster Recovery Manager

The Director, FEMA Region IV, designates a Disaster Recovery Manager to exercise the authority of the Regional Director.

C. State Coordinating Officer

The Governor designates a State Coordinating Officer to coordinate state and local disaster assistance efforts with those of the Federal Government.

D. Governor's Authorized Representative

The Governor will appoint a Governor's Authorized Representative (GAR) who will be responsible for administering the Disaster Assistance Program, to include receipt for, accounting for and disbursements of federal and state funds for recovery operations.

E. Local Government

At the request of the Governor's Authorized Representative, local affected jurisdictions will:

1. Appoint an agent to act on behalf of local government on all recovery activities and to assist and work with state officials to ensure proper record keeping, documenting disaster damages and expenditures, making requests for funding, and accounting for all funds provided for recovery.
2. Provide persons knowledgeable of damaged areas to assist federal and state inspectors in surveying damaged area(s) and preparing Damage Survey Reports; representing applicants' interests and, ensure that all areas are reviewed and estimates for cost of repairs and replacement are accurate and inclusive of all damages.

CHAPTER 3

INDIVIDUAL ASSISTANCE

I. PURPOSE

To describe the federal programs available to assist individuals and families in the event of a Presidentially declared major disaster.

II. INDIVIDUAL ASSISTANCE PROGRAMS

A. Temporary Housing Program

1. The Temporary Housing Program provides suitable rental housing, mobile homes or rental assistance to persons who require temporary housing as a result of a major disaster.
2. Temporary housing and financial assistance shall usually be available for no longer than 18 months. The program is 100 percent federally funded, except that development of a mobile home group site (if required) would be 75 percent federally funded and 25 percent state or county funded.

B. Unemployment Assistance

Federal unemployment assistance may be provided to an individual who is unemployed as a result of a major disaster. The assistance shall be for the weeks of such unemployment that the individual is not entitled to any other unemployment compensation. The assistance may continue until the individual is employed or up to a maximum of 26 weeks after the disaster declaration.

C. Individual and Family Grant Program

1. The Individual and Family Grant Program provides grants of up to \$10,400 to individuals of families adversely affected by a major disaster. A grant is awarded to enable individuals and families to meet their disaster related serious needs and necessary expenses when they are unable to meet such expenses or needs through other means.
2. The federal share of the grants is 75 percent. The state must provide funds for the remaining 25 percent. The federal share of administrative expenses is limited to a maximum of 5 percent of the total grants.

3. The \$10,400 grant limit shall be adjusted annually to reflect the Consumer Price Index adjustments.

D. Food Coupons

1. The President, through the Secretary of Agriculture, may authorize the distribution of food coupons to disaster victims if they are unable to purchase nutritious food as a result of a major disaster.
2. The President may make food coupons available for as long as he determines necessary. This program does not affect the ongoing Food Stamp Act of 1964.

E. Disaster Legal Services

1. Legal services, including legal advice, counseling, and representation in non-fee-generating cases may be provided to low income individuals.
2. When a determination of need is made by the State Coordinating Officer in consultation with the FEMA Regional Director, disaster legal services may be provided by:
 - a. Volunteer lawyers by agreement;
 - b. Federal lawyers who will not be required to represent a disaster victim before a court or federal agency in a matter directly involving the United States;
 - c. Private lawyers, paid by FEMA, when there are no other means of obtaining adequate legal assistance.

F. Crisis Counseling

1. Disaster-related traumas have a lasting effect on individuals and workers who experience injuries, death, and loss of property, whereby professional counseling services may be required to supplement the local service centers.
2. The state has the responsibility of providing essential services to local government upon request. The S.C. Department of Mental Health has the responsibility to coordinate mental health services through its network of area mental health centers in support of an emergency recovery operation.
3. Crisis Counseling assistance is available from the Federal Government upon request, provided the state has initiated an assessment to determine the needs,

and cost. If, during the course of the assessment, the state determines that immediate services are required, the state may immediately request funds under a separate application from the Regional Director (RD).

4. An individual may be eligible for crisis counseling services if he/she was a resident of the designated area or was present in the area at the time of the disaster and if:

a. He/she has a mental health problem which was caused or aggravated by the disaster or aftermath;

b. He/she may benefit from preventive care techniques.

III. PREDESIGNATED DISASTER APPLICATION CENTERS (DAC)

A. Pre-Selected Facilities

Local government is strongly urged to pre-select primary and alternate DAC facilities prior to the disaster.

B. Requirements

The minimum requirements are at least one telephone, about 30 tables and 60 chairs to accommodate staff and applicants. The DAC should also have rest room facilities and adequate parking.

It is the responsibility of local government to provide Disaster Application Centers when the Individual Assistance Program is approved for implementation in a Presidential Declaration. One of the first things confronted with in any disaster is the requirement to assist individuals in dealing with their immediate, essential and necessary needs. Federal and State individual assistance must be administered through Disaster Application Centers.

CHAPTER 4
PUBLIC ASSISTANCE

I. PURPOSE

To describe the categories of eligible work and to identify the criteria to be used by the joint Federal/State Damage Survey Teams in determining the estimated cost of damages and scope of work to repair, replace and/or restore public and private non-profit organization facilities.

II. QUALIFICATIONS OF GRANTEE

A grantee/subgrantee must have sufficient damages to public and private non-profit facilities where the estimated cost of damages will stand on its own merits, without any support from damages incurred by individuals, families, or businesses, to warrant a presidential declaration.

III. ELIGIBLE APPLICANTS

- A. State
- B. Local Government
 - 1. County
 - 2. City
 - 3. Town/Village
- C. Private Non-Profit Organizations
- D. Indian Tribes

IV. CATEGORIES OF WORK

A. Emergency Work

That work which must be done immediately to eliminate or lessen any threat to life, public health, or safety, and/or protect improved property with protective measures.

1. Category A - Debris Removal

To remove debris from public and privately owned land and water it must be determined that it is in the public interest. Public interest is defined as those threats which must be dealt with to:

- a. Preserve life and public health, and provide safety measures;

- b. Eliminate damages to improved public and private property;
- c. Ensure economic recovery to the community at large;
- d. In completing an assessment for this category, one must compute the volume of debris to be moved, and the estimated the cost of removal.

2. Category B - Emergency Protective Measures

To be eligible, the protective measures must be justified by a favorable ratio of benefits to cost; it should have widespread benefits to the community at large; and should be of an emergency or immediate need.

Example:

- a. Purchase or lease of barricades
- b. Pumping
- c. Sandbagging
- d. Traffic control
- e. Emergency communications
- f. Emergency transportation

B. Permanent Work

Federal assistance to repair, restore, reconstruct or replace eligible facilities are based on the design of the facilities as they existed immediately prior to the disaster and in conformity with applicable standards. There are five categories in which damaged facilities can be classified.

1. Category C - Road or Street Facilities

Any construction features within the public right-of-way that are essential to make the road or street fully functional including bridges, drainage structures, traveled shoulders, embankments, and safety features. Only those facilities regularly maintained and kept in repair are eligible for disaster assistance when damaged or destroyed. Also eligible are manholes, curbs, public sidewalks, road or street name signs, traffic control signs, signal lights, and other traffic control equipment.

2. Category D - Water Control Facilities

Flood control, drainage, and irrigation works which are operated, controlled or maintained by an eligible applicant to the extent not covered by insurance. This category also includes dikes and levees needed to decrease the potential threat to flood control or to water supply.

3. Category E - Public Buildings and Related Equipment

Existing public buildings and related equipment, which are maintained and in active use, are eligible when damaged or destroyed. Eligible public buildings include the physical plant and equipment of such facilities as hospitals, public libraries, penal and public welfare institutions, public colleges and universities, police and fire stations, public office buildings, and recreational facilities, to the extent not covered by insurance. Some of the costs associated with temporary offices may be eligible, if governmental services have been adversely affected.

4. Category F - Public Utilities

Includes but is not limited to water, power, gas and sewage facilities owned by an eligible applicant.

5. Category G - Other (not included in above categories)

Work which does not fit into another category should be placed under this category. The most common items would be a publicly-owned, recreational facility such as a baseball field or golf course, or a public marina.

C. Repairing/Replacing Facilities

Permanent work is limited to repairing or replacing the basic design and function of the facility prior to the time of the incident and must meet the requirements of standard building codes. The FEMA Regional Director may require cost effective hazard mitigation measures not required by applicable standards.

V. Project Funding

A. General

1. Prior to the obligations of any federal funds to the grantee or subgrantee, the FEMA Regional Director will review the Damage Survey Reports (Attachment 6) for approval. Approved Damage Survey Reports become a part of the project application.
2. All project applications approved under the State Disaster Assistance Grant will be subject to the cost-sharing provisions established in the Federal/State Agreement.
3. The Damage Survey Reports approved for an applicant under the state grant will provide the basis for a project application and subgrant to the applicant.
4. All work must be performed in accordance with the scope of work and conditions of the approved Damage Survey Reports and project application.
5. If it is determined, after work has begun, that a substantial error or omission was made in the scope of work or that an unreasonable cost factor was used, the applicant may request an amendment to the project application.

B. Project Categories and Time Limitations

1. Small Projects - A Small Project Grant will be awarded to an eligible applicant for permanent and/or emergency work for each site when the total approved cost for repairs is less than \$35,000.
2. Large Projects - A Large Project Grant can be awarded to an eligible applicant for permanent and/or emergency work for each site when the total approved cost for repairs is \$35,000 or greater.
3. Time Limitations for Completion of Work

a. Deadlines

Project completion deadlines shown below are set from the date that a disaster declaration is declared and applies to all projects approved under the State Disaster Assistance Grant.

<u>Type of Work</u>	<u>Months</u>
Debris Clearance	6
Emergency Work	6
Permanent Work	18

b. Exceptions

- (1) The Governor's Authorized Representative may impose more stringent deadlines if considered appropriate.
- (2) Based on extenuating or unusual circumstances beyond the control of the subgrantee, the Governor's Authorized Representative, with FEMA approval, may extend the deadlines for an additional 6 months for debris clearance and emergency work, and an additional 30 months for permanent work.

c. Funding Options

1. Improved Projects - An applicant desiring to make improvements beyond the predisaster condition of a damaged facility must obtain prior approval from the Governor's Authorized Representative.
2. Alternate Projects - If a subgrantee determines that a damaged public facility can best serve the public by relocating it, the Governor's Authorized Representative may request the FEMA Regional Director to approve an alternate project.
 - a. Funding for alternate projects will be limited to 90% of the federal share of the approved estimated eligible cost.
 - b. Funds approved for alternate projects may be used to:
 - (1) Repair or improve other public facilities;
 - (2) Construct new facilities;
 - (3) Fund hazard mitigation measures.
 - c. Prior to the start of any alternate project, the applicant will submit the following information to the Governor's Authorized Representative who will request approval from the Regional Director:

- (1) A description of the proposed alternate project(s);
- (2) A schedule of work;
- (3) The projected cost of the project(s).

NOTE: All applicants will adhere to special requirements, such as floodplain management, environment assessment, hazard mitigation, protection of wetlands, and insurance.

- d. Any funds not expended on approved alternate projects will be returned through the State to FEMA.

D. Payment of Claims

1. Small Projects

- a. Payments for the federal share may be made upon project approval, but will be subject to the provisions agreed upon in the State/Applicant Agreement.
- b. Federal funds shall equal the federal share of the approved estimate of eligible costs.
- c. Final payment will be made in accordance with the provisions agreed upon in the State/Applicant Agreement.

2. Large Projects

- a. Applicants may submit claims for payment to the Governor's Authorized Representative for reimbursement on a monthly basis. Claims will be supported by proper documentation as it relates to each Damage Survey Report.
- b. Federal and state funds will be disbursed in accordance with the provisions of the State/Applicant Agreement

E. Advancement of Funds

1. The Governor's Authorized Representative may advance funds for approved work as requested by the applicant to meet current expenditures.
2. Cash advances will be limited to the actual, immediate cash requirements of the applicant and as provided for in the State/Applicant Agreement.

F. Cost Overruns

1. During the execution of approved work, the subgrantee may find that actual project costs are exceeding the approved Damage Survey Report estimate. To justify a request for additional funds, the subgrantee must explain and support any discrepancies, in writing, to the Governor's Authorized Representative. Examples of cost overruns are:
 - a. Incorrect estimates in unit price; or
 - b. The scope of work not adequately identified on the Damage Survey Report.
2. The Governor's Authorized Representative shall evaluate each cost overrun and, when justified, submit a request and a recommendation to the Regional Director.

CHAPTER 5

WORK UNDER OTHER FEDERAL AGENCY (OFA) PROGRAMS

I. PURPOSE

To identify federal agencies that have responsibilities under their respective statutory authorities.

II. GENERAL

FEMA disaster assistance is not available for assistance which other federal agencies fund or provide essential services for under their own statutory authorities.

III. FEDERAL AGENCIES

A. Army Corps of Engineers

Has the continuing authority for flood control and emergency repairs and restoration of flood control facilities.

B. Federal Highway Administration

Provides federal assistance for the repair or reconstruction of highways on the federal aid system.

C. U.S. Department of Agriculture

Low interest loans can be made available to the agricultural community through the Farmers Home Administration.

D. Department of Education

Repairs or restores damaged or destroyed public school facilities.

E. Small Business Administration

Provides low interest loans to qualified individuals, families and businesses.

F. Department of Housing and Urban Development (HUD)

Has discretionary authority to make grants of funds to States, units of local governments and new communities for community development purposes.

CHAPTER 6

DOCUMENTATION REQUIRED

I. PURPOSE

To outline documentation required and procedures for its submission to receive Federal/State disaster funds and to ensure information is readily available for audit purposes.

II. METHOD FOR DOCUMENTATION

A. Documentation

All disaster related work accomplished prior to an approved project must be documented .

B. Damage Survey Reports

A file for each Damage Survey Report must be established (Attachment 6). All expenditures relating to the Report will become a part of its file.

III. TYPES OF WORK

A. Contracts

Work performed by private contractor(s) on eligible projects in accordance with federal and state statutes and local standards.

1. For work contracted, the following items must be included in the file:
 - a. Copies of Requests for Bid Proposals;
 - b. Copies of Bid Documents from all contractors;
 - c. A copy of the contract;
 - d. Invoices submitted by the Contractor;
 - e. Record of Payment;
 - f. Justification, if contract is not awarded to low bidder.
2. Applicants may not enter into contract negotiations with debarred contractors.

3. Contracts cannot be awarded based on payment for work contingent on reimbursement nor on a cost-plus contract.

B. Force Accounts

Work performed utilizing applicant's employed personnel, applicant-owned equipment, and supplies. The documentation for this type work is quite involved. Immediately after the disaster's occurrence, a person previously designated and trained should begin keeping records. This individual should have the authority to act in the interest of local government. In addition he/she should be in attendance at the applicants briefing. Records to support any financial claims for expenditures must include the following:

1. **Employees' Wages**

- a. Claims for employees must be supported by payrolls and the following information for each employee:
 - (1) Name;
 - (2) Job classification (such as driver, laborer, etc.);
 - (3) Number of hours worked each day (show dates);
 - (4) Total hours worked;
 - (5) Rate of pay (regular and overtime);
 - (6) Total earnings;
 - (7) Paycheck number.
- b. The records must also indicate which Damage Survey Reports the employee was working on each day.
- c. Overtime must be shown on the payroll in a fashion to indicate that it is disaster-related and that the payments are in accordance with written overtime policy established prior to the disaster.
- d. South Carolina Emergency Preparedness Division Form (Attachment 14), is designed to assist in documenting disaster work. It is strongly recommended that this form be used to support audit requirements.

2. Equipment

- a. The use of applicant-owned or rented equipment must be supported by a schedule similar to the payroll format. The schedule must contain:**
 - (1) Type and description of equipment;**
 - (2) Dates and numbers of hours used each day;**
 - (3) Rate per hour;**
 - (4) Total hours used.**
- b. If the equipment is rented, invoices must also show the date and amount paid by check number or evidence of payment. Cost of repairs on rental equipment is not reimbursable unless the rental agreement states that lessee must pay for all repairs.**
- c. Rates used on applicant-owned equipment cannot exceed those approved on FEMA "Unit Standardized Price List". A copy of these rates can be obtained from the South Carolina Emergency Preparedness Division or the Public Assistance Officer at the Disaster Field Office.**
- d. The Equipment Activity Report form (Attachment 15) is recommended for documenting the above information for equipment used.**

3. Supplies

- a. Materials and supplies, both purchased and from stock, must also be fully documented to each job.**
- b. The unit cost used must be supported by one of the following:**
 - (1) An invoice covering the purchase of the item;**
 - (2) The applicant's stock card showing how the average price used was calculated.**
- c. Regardless of the supporting document, only the actual unit cost paid to the supplier, with nothing added for handling and overhead, will be reimbursed.**

IV. AUDITS

A. Audit Requirements

All documents must be maintained and readily available to state and federal auditors at one central office. Record retention is three (3) years from date of completion of project.

B. Non-Federal Audits

1. Recipients who receive less than \$25,000 may be exempt from compliance with the Single Audit Act and other federal audit requirements. State and/or local governments shall determine audit requirements.
2. Recipients of \$25,000 or more, but less than \$100,000 in federal financial assistance, who choose not to have an organization-wide single audit must conduct individual grant or contract audits in accordance with federal/state laws and regulations, and 44 Code of Federal Regulations Part 14.
 - a. The Governor's Authorized Representative is responsible for ensuring that required audits of subgrantees are performed.
 - b. Applicants may submit claims for audit costs to the Governor's Authorized Representative.

C. Federal Audits

FEMA may elect to conduct a federal audit on the State Disaster Assistance Grant or on any of the subgrantees in accordance with 44 Code of Federal Regulations Part 14.

CHAPTER 7

DONATED RESOURCES

I. PURPOSE

To provide guidelines for efficient management of donated resources as the result of a disaster. Regardless of magnitude, disasters can cause multiple donations from many sources which must be managed efficiently to assure proper receipt, storage and distribution.

II. DEFINITIONS

Donated resources can be categorized as gifts of foods, volunteer services and monetary donations.

A. Goods

The variety of items at no cost used to meet short and long term recovery needs. Some examples are: water, food, clothing, building materials, equipment, tools, fuel, and medical supplies.

B. Volunteer Services

People donating/volunteering their services to assist the recovery effort. Some examples are: individuals or groups of individuals repairing buildings, removing debris, and working in distribution centers.

C. Monetary Donations

Gifts of money.

III. RECOMMENDED MANAGEMENT OBJECTIVES

A. State

The state will be the point of contact for and coordinate distribution of donated resources to the counties. Some jurisdictions may receive goods and services direct from the donor. Donated goods and services received directly by a jurisdiction which may be excess to its needs should be referred to the State for further distribution.

B. Local

The local jurisdiction should:

1. Pre-identify one primary and two alternate warehouse/storage facilities and work forces for those facilities.

2. Arrange for security.
3. Secure and staff distribution points.
4. Establish an account for monetary donations. Include methods for accountability and audit trail of receipts and distribution.
5. Prepare public information material in advance, for example: pre-scripted releases of what goods/services are available with location and hours of operation of distribution centers should be prepared.
6. Prepare to coordinate with volunteer agencies, e.g., Red Cross and Salvation Army about location and availability of donated resources.
7. Prepare in advance a listing of locally available groups that will assist in recovery efforts involving donated resources. Examples: volunteer agencies, church groups, and civic organizations.

ATTACHMENT 1 - GLOSSARY OF TERMS

APPLICANT - A state agency, local government, or eligible private non-profit organization, submitting an application to the GAR for assistance under the State's grant, as a result of a Presidential Declaration of a Major Disaster or Emergency.

COMMITMENT - A certification by the Governor that state and local governments will expend a reasonable amount of funds to alleviate the effects of the disaster, for which no federal reimbursement will be requested. The state commitment must be a significant proportion of the total amount.

COMMUNITY - Any state or area or political subdivision thereof, or any Indian Tribe or authorized tribal organization, or Alaska Native Village or authorized native organization, which has authority to adopt and enforce floodplain management regulations for the areas within its jurisdiction.

CONTRACTOR - Any individual, partnership, corporation, agency, or other entity (other than an organization engaged in the business of insurance) performing work by contract for the federal, state, or local government.

DAMAGE SURVEY REPORT (DSR) - A report of damages caused by a major disaster or emergency including location, description, and estimate of required work and estimated cost of repairs.

DESIGNATED AREA - An area or a jurisdiction that has been determined to be eligible for disaster assistance.

EMERGENCY - Any occasion or instance for which, in the determination of the President, federal assistance is needed to supplement state and local efforts and capabilities to save lives and to protect property, public health and safety, or to lessen or avert the threat of a catastrophe.

EMERGENCY WORK - Work that is done immediately to save lives and to protect improved property, public health, and safety, and to provide temporary facilities to restore essential services.

FACILITY - Any public or privately owned building, works, system, or equipment, built or manufactured, or improved and maintained in its natural state.

FEMA - Federal Emergency Management Agency.

FEMA/STATE AGREEMENT - A formal legal document stating the understandings, commitments, and binding conditions for assistance as the result of a major disaster or emergency declared by the President.

FORCE ACCOUNT - Work that is performed by local government using their own employees and equipment. Use of temporary and part-time employees and rented equipment in performance of disaster recovery is also force account work.

GRANT - An award of financial assistance, based on the total eligible federal share of all approved projects.

GRANTEE - The State to which a grant is awarded and which is accountable for the use of funds provided.

INCIDENT - A condition which meet the definitions of major disaster or emergency which cause damage or hardship that may result in a Presidential Declaration of a major disaster or any emergency.

INDIVIDUAL ASSISTANCE - Assistance provided to individual disaster victims according to the needs of the individual and his family. Individual assistance includes emergency actions such as medical care, operation of emergency shelters, and feeding. In addition, it includes relief and rehabilitation actions, such as temporary housing, disaster loans, federal income tax assistance in claiming casualty losses, legal services, consumer aid, disaster unemployment benefits, crisis counseling and individual and family grants.

INDIVIDUAL AND FAMILY GRANTS - Grants made to meet disaster-related necessary expenses or serious needs of individuals or families adversely affected by a major disaster, when such individuals or families are unable to meet those expenses or needs by other means. (This assistance is a matching fund program financed on a 75%/25% basis by the federal government, respectively, and administered by the South Carolina Department of Social Services.)

INITIAL DAMAGE ASSESSMENT REPORT - A report submitted to the South Carolina Emergency Preparedness Division Director by a County Emergency Preparedness Director or his/her designee detailing damages incurred in an incident.

LOCAL GOVERNMENT - Any duly formed and constituted governing body created under the authority of the constitution of South Carolina. This means any county, city, village, town, district, or other political subdivision.

MAJOR DISASTER - Any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought), or regardless of cause, any fire, flood, or explosion, in any part of the United States, which, in the determination of the President, causes damage of sufficient severity and magnitude to warrant major disaster assistance to supplement the efforts and available resources of states, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

NOTICE OF INTEREST - A form submitted by each applicant which provides a basis for scheduling the damage surveys.

PERMANENT WORK - The restorative work that must be done, through repairs or replacement, to restore an eligible facility on the basis of its pre-disaster design and in conformity with current codes, specifications, and standards. Permanent work may be done on road systems, water control facilities, public buildings, and related equipment, public utilities' facilities under construction, private non-profit facilities and other appropriate areas.

PRE-DISASTER DESIGN - The size or capacity of a facility as originally designed and constructed or subsequently modified by changes or additions to the original design.

PRIVATE NON-PROFIT ORGANIZATION - Any non-governmental agency or entity that currently has:

1. An effective ruling letter from the U.S. Internal Revenue Service granting tax exemption under section 501 (c), (d), or (e) of the Internal Revenue Code of 1954, or
2. Satisfactory evidence from the State that the organization or entity is a non-profit one organized or doing business under State law.

PUBLIC FACILITY - Any publicly owned flood control, navigation, irrigation, reclamation, public power, sewage treatment and collection, water supply, and distribution watershed development or airport facility; any non-federal-aid roads, streets, or highways; and any other public buildings, structures, parks or systems, including those used for education or recreational purposes.

PRESIDENTIAL EMERGENCY DECLARATION - A determination by the President of the United States that an emergency exists or is impending in a specific geographical area or State, and that local and state government requires federal assistance in emergency work efforts and recovery.

PRESIDENTIAL MAJOR DISASTER DECLARATION - A determination by the President of the United States that a disaster exists in a specific geographic area or State and that local and state government requires federal assistance.

PROJECT - (Also referred to as "individual project") - All work performed at a single site whether or not described on a single Damage Survey Report (DSR).

PROJECT APPLICATION - A document prepared to identify damaged facilities and costs of repairs that have occurred as a result of a disaster.

PUBLIC ASSISTANCE - A program in which the federal government supplements the efforts and available resources of state and local governments to restore certain public facilities or services. Public Assistance includes emergency assistance, debris removal, permanent repair, restoration or replacement of public and designated private non-profit facilities damaged or destroyed by a major disaster.

RESTORATIVE WORK - Work that is required to restore community facilities as near as possible to their pre-disaster conditions, such as rebuilding or repairing roads, bridges, utilities, and buildings, etc.

STANDARDS - Codes, specifications, and standards which were in general use and locally enforced at the time of the disaster plus those additional standards authorized as deviations or prescribed by the Federal Emergency Management Agency.

THE STAFFORD ACT - The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended by Public Law 100-107.

VOLUNTARY ORGANIZATION - Any chartered or otherwise duly recognized tax-exempt local, state, or national organization or group which has provided or may provide needed services to the state, local government, or individuals in coping with a disaster.

INITIAL DAMAGE ASSESSMENT
Date _____

1. Location (City/County) _____
2. Type of Disaster (flood, hurricane, tornado, etc.) _____
3. Casualties # Fatalities _____ # Injuries _____ # Hospitalized _____
4. Agricultural Losses (Y/N) _____. If Yes, describe briefly _____

5. Residential Losses	# Destroyed/Cost	# Damaged/Cost	Average Repair Cost	% Covered by Insurance
Single Family Homes	_____	_____	_____	_____
Mobile Homes	_____	_____	_____	_____
Multi-family Homes	_____	_____	_____	_____
TOTAL RESIDENTIAL LOSSES	_____	_____	_____	_____
6. Other Types of Losses	# Destroyed/Cost	# Damaged/Cost	Average Repair Cost	% Covered by Insurance
Businesses	_____	_____	_____	_____
Churches	_____	_____	_____	_____
Industries	_____	_____	_____	_____
TOTAL OTHER LOSSES	_____	_____	_____	_____

7. Damage to Schools (Coordinate with School District Superintendents and Private School Owners)

<u>PUBLIC</u>	<u>Number of Schools</u>	<u>Amount of Damage</u>	<u>% Covered by Insurance</u>
Kindergarten	_____	_____	_____
Elementary, Middle, High	_____	_____	_____
TEC, Colleges, Universities	_____	_____	_____
<u>PRIVATE</u>			
Kindergarten	_____	_____	_____
Elementary, Middle, High	_____	_____	_____
TEC, Colleges, Universities	_____	_____	_____
<u>OTHER</u>			
_____	_____	_____	_____
TOTAL SCHOOL LOSSES	_____	_____	_____

8. Public Property Damage Estimates (coordinate with engineers, commissioners, department heads, etc.)
CITY AND COUNTY FACILITIES ONLY

Debris Clearance	_____
Public Health and Protective Measures	_____
Road and Street System - Paved	_____
Road and Street System - Unpaved	_____
Bridges	_____
Total Road and Street System	_____
Dikes, Levees, and Drainage System	_____
Buildings and Related Equipment (Contents)	_____
Utilities	_____
Facilities Under Construction	_____
Private Non-Profit Facilities	_____
Other (recreational facilities, etc.)	_____
TOTAL PUBLIC PROPERTY LOSSES	_____

9. TOTAL ESTIMATED COUNTY LOSSES _____

10. Total dollar value of local government efforts which have been
or will be credited to this disaster and will not be claimed: _____

11. I certify that the above damages occurred during this disaster

(Date)

Chief Damage Assessment Officer

Date

FEDERAL EMERGENCY MANAGEMENT AGENCY DISASTER RESPONSE AND RECOVERY NOTICE OF INTEREST <i>IN APPLYING FOR FEDERAL DISASTER ASSISTANCE</i>	FEMA DECLARATION NUMBER DATE FIPS NUMBER												
The purpose of this form is to list the damages to property and facilities so that inspectors may be appropriately assigned for a formal survey.													
REQUIREMENTS FOR FEDERAL DAMAGE SURVEYS													
A. DEBRIS CLEARANCE <input type="checkbox"/> On Public Roads & Streets including ROW <input type="checkbox"/> Other Public Property <input type="checkbox"/> Private Property (<i>When undertaken by local Government forces</i>) <input type="checkbox"/> Structure Demolition B. PROTECTIVE MEASURES <input type="checkbox"/> Life and Safety <input type="checkbox"/> Health <input type="checkbox"/> Property <input type="checkbox"/> Stream/Drainage Channels C. ROAD SYSTEMS <input type="checkbox"/> Roads <input type="checkbox"/> Streets <input type="checkbox"/> Bridges <input type="checkbox"/> Culverts <input type="checkbox"/> Traffic Control <input type="checkbox"/> Other* D. WATER CONTROL FACILITIES <input type="checkbox"/> Dikes <input type="checkbox"/> Levees <input type="checkbox"/> Dams <input type="checkbox"/> Drainage Channels <input type="checkbox"/> Irrigation Works E. PUBLIC BUILDINGS AND EQUIPMENT <input type="checkbox"/> Public Buildings <input type="checkbox"/> Supplies or inventory <input type="checkbox"/> Vehicles or other equipment <input type="checkbox"/> Transportation Systems <input type="checkbox"/> Higher Education Facilities	F. PUBLIC UTILITY SYSTEMS <input type="checkbox"/> Water <input type="checkbox"/> Storm Drainage <input type="checkbox"/> Sanitary Sewerage <input type="checkbox"/> Light/Power <input type="checkbox"/> Other* G. FACILITIES UNDER CONSTRUCTION <input type="checkbox"/> Public Facilities* <input type="checkbox"/> Private Non-Profit Facilities** H. PRIVATE NON-PROFIT FACILITIES** <input type="checkbox"/> Educational <input type="checkbox"/> Medical <input type="checkbox"/> Emergency <input type="checkbox"/> Custodial Care <input type="checkbox"/> Utility I. OTHER (<i>Not in above categories</i>) <input type="checkbox"/> Park Facilities <input type="checkbox"/> Recreational Facilities												
* Indicate type of facility; ** Provide name of the facility and of private non-profit owner.													
NAME AND TITLE OF REPRESENTATIVE WHO WILL ACCOMPANY THE SURVEY TEAM.													
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;"> NAME OF POLITICAL SUBDIVISION OR ELIGIBLE APPLICANT <div style="border: 1px solid black; padding: 2px;">1</div> </td> <td style="width: 30%;"> COUNTY <div style="border: 1px solid black; padding: 2px;">2</div> </td> </tr> <tr> <td colspan="2"> BUSINESS ADDRESS <div style="border: 1px solid black; height: 20px;"></div> </td> </tr> <tr> <td colspan="2" style="text-align: right;"> ZIP CODE </td> </tr> <tr> <td colspan="2"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"> BUSINESS TELEPHONE (Area Code/Number) <div style="border: 1px solid black; padding: 2px;">3</div> </td> <td style="width: 50%;"> HOME TELEPHONE (Area Code/Number) <div style="border: 1px solid black; height: 20px;"></div> </td> </tr> <tr> <td> APPLICANT'S AUTHORIZED REPRESENTATIVE <div style="border: 1px solid black; padding: 2px;">4</div> </td> <td> BUSINESS TELEPHONE (Area Code/Number) <div style="border: 1px solid black; height: 20px;"></div> </td> </tr> </table> </td> </tr> </table>		NAME OF POLITICAL SUBDIVISION OR ELIGIBLE APPLICANT <div style="border: 1px solid black; padding: 2px;">1</div>	COUNTY <div style="border: 1px solid black; padding: 2px;">2</div>	BUSINESS ADDRESS <div style="border: 1px solid black; height: 20px;"></div>		ZIP CODE		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"> BUSINESS TELEPHONE (Area Code/Number) <div style="border: 1px solid black; padding: 2px;">3</div> </td> <td style="width: 50%;"> HOME TELEPHONE (Area Code/Number) <div style="border: 1px solid black; height: 20px;"></div> </td> </tr> <tr> <td> APPLICANT'S AUTHORIZED REPRESENTATIVE <div style="border: 1px solid black; padding: 2px;">4</div> </td> <td> BUSINESS TELEPHONE (Area Code/Number) <div style="border: 1px solid black; height: 20px;"></div> </td> </tr> </table>		BUSINESS TELEPHONE (Area Code/Number) <div style="border: 1px solid black; padding: 2px;">3</div>	HOME TELEPHONE (Area Code/Number) <div style="border: 1px solid black; height: 20px;"></div>	APPLICANT'S AUTHORIZED REPRESENTATIVE <div style="border: 1px solid black; padding: 2px;">4</div>	BUSINESS TELEPHONE (Area Code/Number) <div style="border: 1px solid black; height: 20px;"></div>
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Form Approved
OMB No. 026-R0051

Page 1 of 6 pages

39a. PART I (Continued)

FEMA Agreement No. _____

P.A. No. _____

Sup. No. _____

39b. Project Summary (Based on Part II of this application)

AMOUNT
REQUESTED BY
APPLICANTAMOUNT
APPROVED BY
STATEAMOUNT
APPROVED BY
FEMA

- A. Debris Clearance
 B. Protective Measures
 C. Road Systems
 D. Water Control Facilities
 E. Public Buildings and Equipment
 F. Public Utilities
 G. Facilities Under Construction
 H. Private Nonprofit Facilities
 I. Other Damages (Not included in above categories)

TOTAL

40. Funding (please check)

APPLICANT
REQUESTSTATE
APPROVALFEMA
APPROVAL

- Small Project Grant (In-lieu Contribution)
 Flexible Funding Grant
 Advance of Funds
 Categorical Grant
 Advance of Funds

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41. Approved by Governor's Authorized Representative

(Date Received)

(Date Approved)

(Signature)

42. Approved by FEMA

(Date Received)

(Date Approved)

(Signature)

43. Remarks (Reference application Part and Item Number as appropriate. Attach additional sheets when necessary).

44.

PART II - PROGRAM NARRATIVE

(Attach Damage Survey Reports (FEMA Form 90-52) to document fully and support this application)

FEDERAL EMERGENCY MANAGEMENT AGENCY DAMAGE SURVEY REPORT DISASTER RESPONSE AND RECOVERY <i>(See instructions on reverse)</i>				3. DECLARATION NO. FEMA	
				4. INSPECTION DATE	
1. TO ➡ REGION _____ FEDERAL EMERGENCY MANAGEMENT AGENCY				5. WORK ACCOMPLISHED BY <input type="checkbox"/> CONTRACT <input type="checkbox"/> FORCE ACCOUNT	
2. APPLICANT (State Agency, County, City, etc.)		PA NO.			
7. WORK CATEGORY ("X" Applicable Box) <input type="checkbox"/> EMERGENCY <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> PERMANENT <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F <input type="checkbox"/> G <input type="checkbox"/> H <input type="checkbox"/> I			DSR NO. <div style="font-size: 1.5em; text-align: center;">100002</div>		6. PERCENTAGE OF WORK COMPLETED TO DATE <div style="text-align: center;">%</div>
8. DAMAGED FACILITIES (Location, identification and description)					
9. DESCRIPTION OF DAMAGE					
10. SCOPE OF PROPOSED WORK					
11. ESTIMATED COST OF PROPOSED WORK					
QUANTITY (a)	UNIT (b)	MATERIAL AND/OR DESCRIPTION (c)	UNIT PRICE (d)	COST (dollars) (e)	
12. EXISTING INSURANCE (Type)			AMOUNT \$	TOTAL ➡ \$	
13. RECOMMENDATION BY FEDERAL INSPECTOR (Signature, Agency, date)				ELIGIBLE <input type="checkbox"/> YES <input type="checkbox"/> NO	ATTACHMENTS
14. CONCURRENCE IN REPORT BY STATE INSPECTOR (Signature, Agency, date)				CONCUR <input type="checkbox"/> YES <input type="checkbox"/> NO	ATTACHMENTS
15. CONCURRENCE IN REPORT BY LOCAL REPRESENTATIVE (Signature, Agency, date)				CONCUR <input type="checkbox"/> YES <input type="checkbox"/> NO	ATTACHMENTS
16. FEDERAL REVIEW (Signature, Agency, date)			FEMA REVIEW (Initials and date)		

**FEDERAL EMERGENCY MANAGEMENT AGENCY
DISASTER RESPONSE AND RECOVERY**

BUILDING SURVEY
(Supplement to Damage Survey Report)

Applicant:		DSR Item No:		Date of Inspection:																						
a. Use of Building:			b. Type of Construction:																							
c. Age			d. Remaining Service Life:																							
e. Building Components	Type of Construction	Damage Due to Disaster (check one)																								
		Destroyed	Heavy	Light	None																					
1. Roof																										
2. Floors																										
3. Exterior																										
4. Plumbing																										
5. Heating																										
6. Air Conditioning																										
7. Elevator; Escalators																										
8. Other _____																										
f. Building Statistics: Attach List of Rooms By Use <div style="display: flex;"> <div style="flex: 1;"> 1. Floor No. 2. Area 3. No. of Rms. </div> <table border="1" style="border-collapse: collapse; text-align: center;"> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table> </div>																								g. Grounds: Attach Plot Plan 1. Area _____ 2. Description _____ _____		
h. Insurance Coverage: <div style="display: flex; justify-content: space-between;"> <div>1. Company _____</div> <div>3. Type: _____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>2. Policy No: _____</div> <div>4. Settlement: _____</div> </div>																										
i. Comments: <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> <div>1. In Special Flood Hazard Area</div> <div><input type="checkbox"/> Unknown</div> <div><input type="checkbox"/> Yes</div> <div><input type="checkbox"/> No</div> </div> <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> <div>2. Disaster Related Damages are Repairable</div> <div><input type="checkbox"/> Yes</div> <div><input type="checkbox"/> No</div> </div> <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> <div>3. Repairs or Reconstruction Recommended:</div> <div></div> </div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="margin-top: 20px;">4. Applicable Building Codes: Attach Copies</div> <div style="border-bottom: 1px solid black; height: 15px; margin-top: 5px;"></div>																										
Prepared By:		Federal Agency:		Date:																						

FEDERAL EMERGENCY MANAGEMENT AGENCY
DISASTER RESPONSE AND RECOVERY

BRIDGE SURVEY

(Supplement to Damage Survey Report)

APPLICANT	DSR ITEM NO.	DATE OF INSPECTION
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I APPROACH ROAD

a. LOCAL OR STATE CLASSIFICATION	b. SURFACING	
c. AVERAGE WIDTH TRAVELED WAY SHOULDER	LEFT APPROACH	RIGHT APPROACH
	FT.	FT.
	FT.	FT.
d. SAFE SPEED LIMIT AT BRIDGE ★	ADT AT BRIDGE ★	

II BRIDGE

a. TYPE OF BRIDGE	b. AGE OF BRIDGE ★	c. REMAINING SERVICE LIFE PRIOR TO DISASTER			
d. BRIDGE COMPONENTS	TYPE OF CONSTRUCTION	DAMAGE DUE TO DISASTER (CHECK ONE)			
		DESTROYED	HEAVY	LIGHT	NONE
e. BRIDGE STATISTICS	EXISTING PRIOR TO DISASTER	PROPOSED (DO NOT COMPLETE IF BRIDGE IS REPAIRABLE)			
CURB TO CURB WIDTH	FT.	FT.			
BRIDGE LENGTH	FT.	FT.			
NO. OF SPANS OR CELLS					
SIDEWALKS	<input type="checkbox"/> NONE <input type="checkbox"/> ONE SIDE <input type="checkbox"/> TWO SIDES	<input type="checkbox"/> NONE <input type="checkbox"/> ONE SIDE <input type="checkbox"/> TWO SIDES			
WIDTH	FT.	FT.	FT.	FT.	
LOAD LIMIT ★	TONS	TONS			
WATERWAY OPENING					
DRAINAGE AREA ★	ACRES	ACRES			

III COMMENTS

1. DISASTER-RELATED DAMAGES ARE (ARE NOT) REPAIRABLE.

PREPARED BY	FEDERAL AGENCY	DATE
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**FEDERAL EMERGENCY MANAGEMENT AGENCY
DISASTER RESPONSE AND RECOVERY
PUMPING EQUIPMENT SURVEY
(Supplement to Damage Survey Report)**

Applicant _____	DSR Item No. _____	Date of Inspection _____
Location of Pumping Operation _____	Installation <div style="display: flex; justify-content: space-between;"> Perm: _____ Temp: _____ </div>	
Ownership of Pump _____	Purchased: _____	US Govt Donated: _____ Other: _____
Ownership of Prime Mover _____	Purchased: _____	US Govt Donated: _____ Other: _____
PUMP		
Size _____ Year/Manufacturer _____ Model _____ SN _____ Capacity: Gals/Min _____ at _____ ft of head at _____ RPM; Date acquired: _____ Cost if purchased: _____ Additional data (last overhaul, rental rate, hours operated, etc.): _____ _____ _____ _____ _____ _____ _____		
PRIME MOVER		
Type _____ Model _____ Year/Manufacturer _____ Power Source: Diesel fuel _____ Gasoline _____ LPG _____ Electric _____ Number cylinders _____ Voltage _____ Phase _____ Fuel consumption per operating hour _____ Running Amperes _____ <div style="text-align: center;">_____ HP at _____ RPM</div> Hours operated _____ Operating Period: Begin _____ to _____ Additional data: _____ _____ _____ _____ _____ _____		
Prepared By: _____	Federal Agency: _____	Date: _____

FLOOD INSURANCE SURVEY
(Supplement to Damage Survey Report)
(Use Only for Buildings or Mobile Homes)

Applicant:	DSR Item No:	Date of Inspection:
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1. Applicant (is) (is not) designated by Federal Insurance Administrator as a flood-prone community having special flood hazard areas.
2. FIA Map, FHBM No. _____ or FIRM No. _____ was used during this survey to determine whether each building or mobile home involved is in a designated special flood hazard area.
3. Plot of location of building or mobile home involved (is) (is not) attached.
4. Useful life of projected restorative work, is estimated at _____ years.
5. Applicant (has) (does not have) flood insurance on damaged building or mobile home; as follows:

Company _____

6. Applicant's written commitment to continue the required flood insurance in effect for _____ years, per paragraph 4 above, (is) (is not) attached.
7. Although adequate proof of flood insurance is now lacking, applicant (does) (does not) plan to obtain the required flood insurance and to submit his written commitment to the Governor's Authorized Representative.

[illegible]

Prepared by:	Federal Agency:	Date:
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FEDERAL EMERGENCY MANAGEMENT AGENCY
DISASTER RESPONSE AND RECOVERY

INSURANCE COMMITMENT

(Supplement to Project Application)

APPLICANT Name _____ Address _____ City _____ County _____ State _____ Zip _____ Telephone No. _____		Type of Major Disaster _____ Project Application No. _____ DSR Item No. _____ Date of Inspection _____ Federal Inspector _____ Federal Agency _____	
Location of Damaged Property _____ _____ _____			
Description of Damage _____ _____ _____ _____ _____			
Estimated Cost of Eligible Work _____ Appraised Value of Property \$ _____ Life of Insured Property _____ Years Life of Restorative Work _____ Years			
REQUIRED		IN EFFECT	
Type _____		_____	
Extent—Buildings \$ _____		\$ _____	
—Contents \$ _____		\$ _____	
Deductible (\$ or %) _____		_____	
Policy Number _____		Effective Date _____	
Company _____		_____	
Address _____		_____	
APPLICANT'S COMMITMENT The Applicant hereby assures the Governor's Authorized Representative and the FEMA Regional Director that it (will obtain) (has obtained) and will maintain the required insurance for _____ years as a condition for obtaining Federal disaster assistance under PL 93-288			
APPLICANT'S AUTHORIZED REPRESENTATIVE Signature _____ Title _____		DATE _____	
STATE REVIEW		DATE _____	
FEMA REVIEW		DATE _____	

Sheet _____ of _____

ATTACHMENT 13 - DAMAGE ASSESSMENT OUTLINE

1. Notified by Emergency Preparedness.
2. Use Fan Out System to alert employees.
Tell employees where to report.
 - (a) Operations Center.
 - (b) Courthouse.
3. Define area where disaster has occurred.
 - (a) Brief employees where damage is reported.
 - (b) Route employees with county vehicles.
 - (1) Give aerial photo of area.
 - (2) Give alphabetical listing of property owners.
 - (3) Ensure employees have authorized badges.
 - (4) Dispatch to scene.
4. On arrival at scene to report to Command Post.
5. Leave Command Post and begin work.
 - (a) Determine first reported damage site.
 - (b) Determine end of damaged area.
 - (c) Divide damaged areas by natural boundaries.
 - (d) Send team into a designated area.
6. Drive each road or street to survey damage.
 - a. Use map to check off each parcel damaged.
 - (1) Can then determine owner through computer.
 - (2) Ownership subject to change.
 - b. Determine damage by estimating damage from car.
Make a list by map number along with estimates of damages.

7. When field review is complete, appraisers report back to Assessor's Office.
 - a. Each team compiles report.
 - (1) Number of damaged properties.
 - (2) Number totally destroyed.
 - (3) Estimated damage of each property.
 - (4) Total damage of 100 percent destroyed.
 - (5) Damage to, and number of mobile homes.
 - (6) Value of, and number of mobile homes destroyed.
 - b. Each team assists in filing final report.
 - c. Notify assigned designee at the Emergency Operations Center of total estimated damage.
8. Industrial Properties.
 - a. Estimates of damage coordinated with State Tax Commission.
 - b. Power companies, telephone companies and other industries. Report damage directly to Emergency Preparedness.
9. FEMA Inspection.
 - a. FEMA team arrives at Emergency Operations Center (EOC).
 - b. Team is briefed on type of damage and locations.
 - c. Team reviews area with Damage Assessment personnel to estimate damage and severity of damage.
 - d. After area is completed, team reports back to EOC.
 - e. Total damage estimate is tabulated and finalized.
 - f. Assigned designee at the Emergency Operation Center (EOC) is given damage estimate and summary of damage.

LABOR ACTIVITY REPORT

(DSR) Number _____

Page ____ of ____

LOCATION _____

MONTH of _____

DATE	HOURS		RATE	NAME	TITLE	AMOUNT
	Reg.	OT				

FOREMAN

BOOKKEEPER

DATE

EQUIPMENT ACTIVITY REPORT

(DSR) Number _____

Page ____ of ____

LOCATION _____

MONTH of _____

DATE	HOURS USED	RATE	APPLICANT OWNED OR NAME OR LEASOR	DESCRIPTION	AMOUNT

FOREMAN

BOOKKEEPER

DATE

MATERIAL ACTIVITY REPORT

(DSR) Number _____

Page ____ of ____

LOCATION _____

MONTH of _____

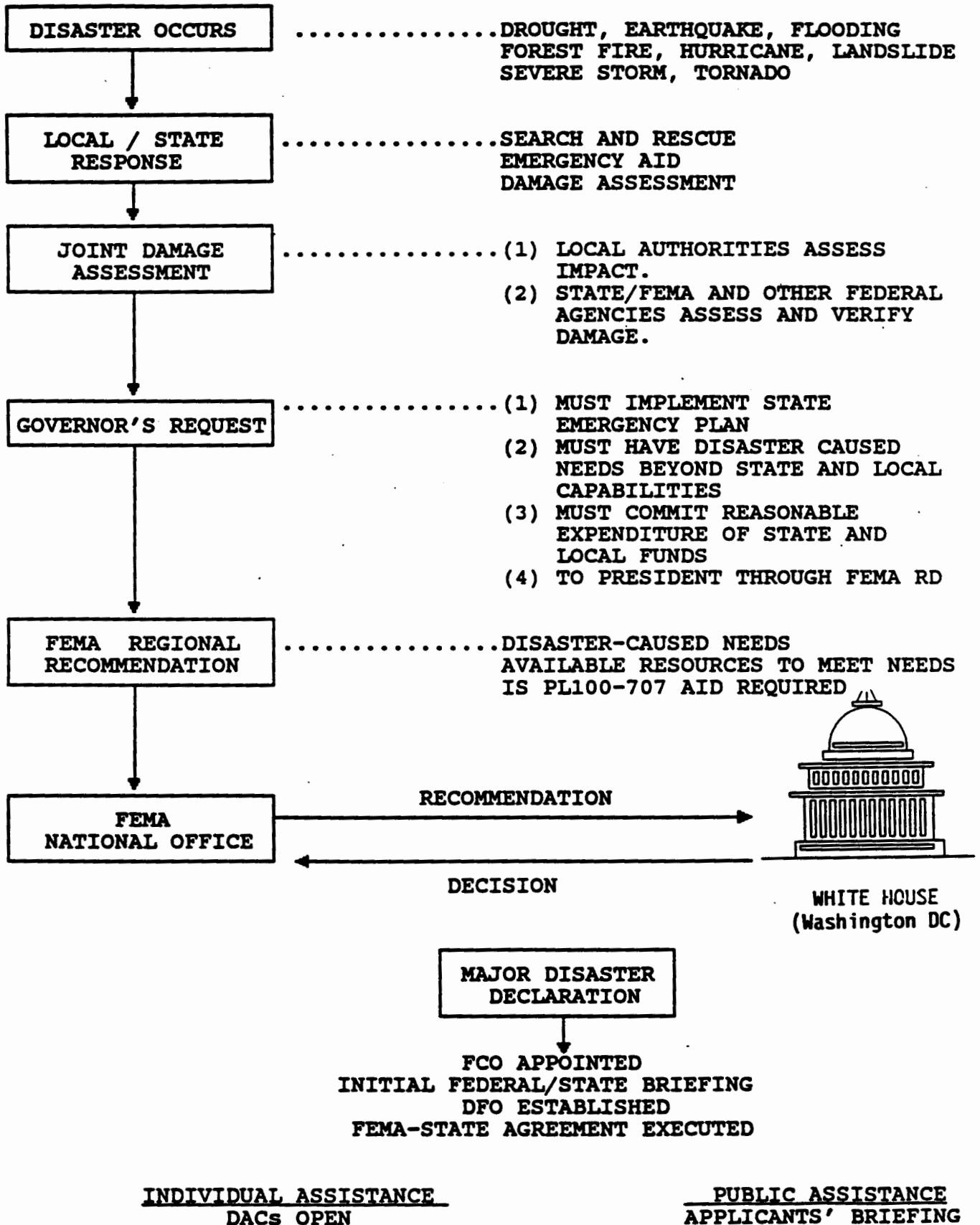
DATE	UNIT	PRICE UNIT	DESCRIPTION	DOCUMENT OR INVOICE REFERENCE	AMOUNT

48

BOOKKEEPER

DATE

DISASTER SUMMARY OF EVENTS



APPLICANT'S CHECKLIST FOR PUBLIC ASSISTANCE

Declaration of Major Disaster or Emergency

1. Designate local disaster recovery coordinator.
2. Identify disaster damage to publicly-owned facilities.
3. Document emergency work performed.
4. Select individual to be applicant's authorized agent.

Applicant's Briefing

5. Attend Public Assistance Applicant's Briefing.
6. Submit Notice of Interest (FEMA 90-49).
7. Designate Applicant's Authorized Agent (FEMA 90-63).
8. Read FEMA handbooks distributed at briefing.

Damage Surveys

9. Prepare map showing disaster damage locations.
10. Accompany Federal-State damage survey team.
11. Sign and retain copy of Damage Survey Report (DSR) (FEMA 90-52).
12. Follow-up with the State Public Assistance Officer to obtain DSR after FEMA Review.

Special Considerations

13. Participate in Hazard Mitigation survey, as required.
14. Assist in Floodplain Management process, as required.
15. Assist in Environmental Reviews, as required.
16. Submit Insurance Commitment (FEMA 90-44), if required.

Project Application

17. Review FEMA Handbook for Applicants (DRR-1).
18. Submit Request for Advance/Reimbursement (FEMA 90-27).
19. Review FEMA Documenting Disaster Damage Handbook (DRR-7).

Project Completion

20. Maintain adequate documentation for costs on each project.
21. Observe FEMA time limitations for project completion.
22. Request Final Inspection of completed work or provide appropriate certification (FEMA 90-45).
23. Submit final claim for reimbursement.
24. Assist in required State and Federal audit.
25. Final payment will be made upon completion of all approved work (DSR's) and review or audit by the State or Federal government.

DAMAGE ASSESSMENT OUTLINE

1. Notified by Emergency Preparedness.
2. Use Fan Out System to alert employees.
Tell employees where to report.
 - a. Operations Center.
 - b. Courthouse.
3. Define area where disaster has occurred.
 - a. Brief employees where damage is reported.
 - b. Route employees with county vehicles.
 - (1) Give aerial photo of area.
 - (2) Give alphabetical listing of property owners.
 - (3) Ensure employees have authorized badges.
 - (4) Dispatch to scene.
4. On arrival at scene report to Command Post.
5. Leave Command Post and begin work.
 - a. Determine first reported damage site.
 - b. Determine end of damaged area.
 - c. Divide damaged areas by natural boundaries.
 - d. Send team into a designated area.
6. Drive each road or street to survey damage.
 - a. Use map to check off each parcel damaged.
 - (1) Can then determine owner through computer.
 - (2) Ownership subject to change.
 - b. Determine damage by estimating damage from car.

Make a list by map number along with estimate, totally destroyed. Whether temporary housing is needed, and who is occupant, if you can.

7. When field review is complete, appraisers report back to Assessor's Office.
 - a. Each team compiles report.
 - (1) Number of damaged properties.
 - (2) Number totally destroyed.
 - (3) Estimated damage of each property.
 - (4) Total damage of 100 percent destroyed.
 - (5) Damage to, and number of mobile homes.
 - (6) Value of, and number of mobile homes destroyed.
 - b. Each team assists in filing final report.
 - c. Notify Emergency Operations Center (EOC) of total estimated damage and also notify County Administrator.
8. Industrial Properties.
 - a. Estimates of damage coordinated with State Tax Commission.
 - b. Power companies, telephone companies and other industries. Report damage directly to Emergency Preparedness.
9. Federal Emergency Management Agency (FEMA) Inspection.
 - a. FEMA team arrives at EOC.
 - b. Team is briefed on damage type and area.
 - c. Team reviews area with Damage Assessment personnel to estimate damage and severity of damage; also whether area qualifies for disaster and emergency relief.
 - d. After area is completed, team reports back to EOC.
 - e. Total damage estimate is tabulated and finalized.
 - f. EOC is given damage estimate and summary of damage.